



Registering with NC E-Procurement - Individuals/Sole Proprietors

Both businesses and individuals can register to do business with the State of North Carolina by entering an electronic registration form at <https://vendor.ncgov.com>. This guide will assist individuals and sole proprietorships who register with a Social Security Number. It will explain how to enter specific information that would be different from a corporation or other company that would not register with a Social Security Number. Please note that this is a supplemental aid for registration, and the full Guide to Vendor Registration may be found on the NC E-Procurement web site by accessing the following link: <http://eprocurement.nc.gov/Documents/A Guide to Vendor Registration.pdf>.

1. When starting a new Vendor Registration, the **'Vendor Name'** should be entered as the company's name (if a sole proprietorship) or the individual's name.
2. The individual's or owner's Social Security Number should be entered into the **'Federal Tax ID Number'** field.

NC E-Procurement
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E-Procurement

Statewide Vendor Registration

Vendor Registration

Welcome to the State of North Carolina's Vendor Registration Website!

If you have received your username in the mail, or have previously logged in, please enter your Username and Password in the "Vendor Login" box.

Otherwise, please enter your Vendor Name and Federal Tax ID Number in the "New Vendor Registration" box. Your Federal Tax ID should be entered without spaces or dashes.

Use owner's or individual's **Social Security Number** as Federal Tax ID Number.

Vendor Login

Username:

Password:

Login

[Forgot Username/Password?](#)

New Vendor Registration

Vendor Name:

Federal Tax ID Number:

Re-enter Federal Tax ID:

Register



3. On the '**Company Information**' page, sole proprietorships should enter the full legal name of the owner (as it would appear on tax forms filed with the IRS) into the '**Name that appears on 1099 form**' form field. Individuals may leave this field blank as long as their full legal name has been entered in the '**Vendor Name**' field.

The screenshot shows the 'General Vendor Information' section of the registration form. On the left is a sidebar with a list of sections: Required Information, Username/Password, Main Contact, Company Information (highlighted), HUB Categories, Locations/Contacts, Commodity Selection, Construction Codes, eQuote, Terms of Use, VendorLink, Registration Summary, and Logout. Below the sidebar is a red-bordered box with the text 'Click Save or Continue to Save Your Changes on Every Page'. The main content area is titled 'General Vendor Information' and includes instructions: 'Please answer some basic questions about your organization. After you have completed the General Company Information, Tax Information and Individual Business Characteristics for your Company, click Save to proceed with your registration.' and 'Fields in **bold** are required.' The 'Vendor Name' field contains 'John Mike Smith'. Below it is the 'Ariba Network ID' field. The 'Dun and Bradstreet Number' field is empty. The 'What is the address of your company's website?' field is empty. The 'Tax Information' section is below, with the 'Federal Tax ID Number' field containing '123456789'. The 'Name that appears on 1099 form' field contains 'John Mike Smith'. At the bottom is a question: 'Do you factor your receivables to an external third party?' with radio buttons for 'Yes' and 'No' (selected). A yellow callout box with an arrow pointing to the 'Name that appears on 1099 form' field contains the text: 'Enter the full legal name of owner as **\"Name that appears on 1099 form.\"** It is important to enter this information **exactly** how it appears on tax forms filed with the Internal Revenue Service (IRS).'



4. Under the **'Individual and Business Characteristics'** section of the **'Company Information'** page, check the box next to **'Individual'** and, if appropriate, also check the box next to **'Sole Proprietorship.'** Please DO NOT check the boxes next to small business, disabled business, and non-profit work center.

Individual and Business Characteristics

Check all that apply.

- ☐ [Corporation](#)
- ☒ [Individual](#)
- ☐ [Partnership](#)
- ☒ [Sole Proprietorship](#)
- ☐ [Medical/Health Corporation](#)
- ☐ [Sub-Chapter S Corporation](#)

Is your business Not for Profit?

☒ No ☐ Yes

Is your business any of the following:
 Check all that apply

- ☐ [A Small Business](#)
- ☐ [Disabled Business Enterprise](#)
- ☐ [Non Profit Work Center for the blind and severely disabled](#)

Note: **'Individual'** MUST be selected when registering with a Social Security Number. **'Sole Proprietorship'** should also be selected when registering a business with a Social Security Number, as noted below. If **'Sole Proprietorship'** is selected, **'Individual'** MUST also be selected.

Please refer to the below table for guidance when registering as an individual, sole proprietorship, or small business:

If you are a(n):	Register with:	'Vendor Name'	'Name that appears on 1099 form'	Check 'Individual'	Check 'Sole Proprietorship'	Check 'Small Business'	'Location Name'
Individual	Social Security Number	Individual's Full Legal Name	LEAVE BLANK	YES	NO	NO	Town or City of Residence
Sole Proprietorship	Social Security Number	Company's Name	Owner's Full Legal Name	YES	YES	NO	Owner's Full Legal Name
Small Business	Federal Tax ID Number	Company's Name	LEAVE BLANK	NO	NO	YES	Store Number, Division Name, Office Location, etc.



Frequently Asked Questions

Who would register as an individual?

Individuals are those who do business, or who are being paid by a State of North Carolina entity, under their own legal name. Please refer to the table on the previous page for guidance when registering as an individual.

Who would register as a sole proprietorship?

A sole proprietorship is an unincorporated business that is owned by one individual. It is the simplest form of business organization to start and maintain. The business has no existence apart from you, the owner. Its liabilities are your personal liabilities and you undertake the risks of the business for all assets owned, whether used in the business or personally owned. You would register as an individual if you are a sole proprietor who does business under your own legal name, instead of a company name. Please refer to the above table for guidance when registering as a sole proprietorship.

As a sole proprietorship, should I register as a small business?

A small business is not the same as a sole proprietorship. A small business will not register with a Social Security Number. Rather, it will be registered with a federal tax ID number, also known as a Federal Employer Identification Number (FEIN). Therefore, when registering as a sole proprietorship with a Social Security Number, please do not select the **'Small Business'** check box. Please refer to the table on the previous page for guidance when registering as a small business.

What is the name on my 1099 form?

For individuals and sole proprietors, the name that appears on the 1099 form is the full legal name of the owner of the company as it appears on tax forms filed with the Internal Revenue Service (IRS).

What number can I call if I need help with my registration?

Please contact the Help Desk at 888-211-7440, option 2 for more information or if you need help completing your registration. Agents are available Monday through Friday, 7:30 a.m. – 5:00 p.m. EST.